

DATE: April 4, 2012
TO: School Superintendents and Administrators
FROM: Julie Oberle, Public School Finance
SUBJECT: 2012-2013 School Calendars

The 2012-2013 School Calendar forms and a Calendar Manual are available on the School Finance website at www.sde.idaho.gov/site/finance_tech/forms.htm. These calendars must be completed in addition to your ISEE calendars.

When working on your calendars, please complete only as many calendars as are appropriate. For example,

- If all of your elementary grades 1-6 will have the **exact** same schedule and amount of instructional hours and minutes per day, use the 4-8 calendar, crossing out grades 4-8 and inserting grades 1-6 into the title.
- If all of your secondary grades 7-12 will have the **exact** same schedule and amount of instructional hours and minutes per day, use the 9-12 calendar, crossing out grades 9-12 and inserting grades 7-12 into the title.
- If the last day of school for your seniors is prior to the last day of school for the rest of students, complete a separate calendar for Grade 12.

Complete a separate kindergarten calendar for each kindergarten schedule within a building. Indicate on each calendar whether the regular daily schedule is AM, PM or Full Day. ***Please do not include your AM and PM kindergartens on the same calendar.***

Hours of instruction per session or day should be converted to a decimal format. For example, a five hour and ten minute day would be reported as 5.167 hours (5 hours plus 10 minutes/60 minutes = 5.167 hours). A two hour and 35 minute day for kindergarten would be reported as 2.583 hours. Converting to a decimal format simplifies the calculations on lines three and six. Round your calculation to three decimal places.

Any day with less than a full day of instruction is a shortened session and should be recorded in the box at the bottom of the calendar (i.e. early dismissal before a holiday). If your school has scheduled staff development on a regular basis, please summarize in the box at the bottom of the calendar. Also, please convert the shortened hours to a decimal format. Examples are shown below.

Date	Shortened Instructed Hours	Staff Development Hours
Every Friday	96 Hours	112 Hours
10/5/12	0	8.0 Hours
11/21/12	3.667 Hours	0
TOTAL	99.667 Hours	120 Hours

Shortened Days/Staff Development

Every Friday 3.0 hours of instruction and 3.5 hours of staff development
(32 Fridays x 3.0 = 96) (32 Fridays x 3.5 = 112)

10/5/12 8 hours of staff development

11/21/12 3 hours 40 minutes of instruction - early release

Please remember:

- **Include a copy of your patron calendar when you submit your SDE calendars**
- More detailed instructions can be found in our calendar manual on our website at www.sde.idaho.gov/site/finance_tech/forms.htm
- Call me at 332-6840 or email me at JAOberle@sde.idaho.gov if you have any questions
- Instructional time does not include passing time, recess, lunch breaks, etc.
- Mark all days not in session with the Holiday/Vacation symbol
- Staff development does not include teacher work days, teacher prep time, parent/teacher conferences
- **School Finance must be notified (via phone, email or mail) of modifications/changes made to the calendar after your forms have been submitted. (Examples could include adding, shortening or deleting a scheduled day of instruction or canceling school for an emergency closure.)**
- Calendars are due no later than May 31, 2012
- Email calendars to JAOberle@sde.idaho.gov or mail to State Department of Education, Public School Finance, PO Box 83720, Boise, ID 83720-0027